



## CLARK COUNTY

### RFP #865

### SPENDING ACCOUNTS ADMINISTRATOR

### QUESTIONS and ANSWERS

UPDATED: AUGUST 7, 2023

	QUESTION	ANSWER
1.	Whether companies from Outside USA can apply for this? (like, from India or Canada)	To be compliant, all proposers must qualify & participate in the U.S.A. Federal Homeland E-Verify program. <a href="https://www.e-verify.gov/">https://www.e-verify.gov/</a>
2.	Whether we need to come over there for meetings?	There is potential for occasional in-person employee events.
3.	Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)	To be compliant, all proposers must qualify & participate in the U.S.A. Federal Homeland E-Verify program. <a href="https://www.e-verify.gov/">https://www.e-verify.gov/</a>
4.	Can we submit the proposals via email?	See RFP #865 Part II Section IIB Proposal Submission for all requirements.
5.	Prevailing Wage — are you willing to waive this?	See RFP #865 Section IB Work Requirements item 6. The work in this RFP is not a defined Public Work.
6.	PGS – are you also willing to waive this?	If you are unable to meet the performance guarantee requirement, please note the item as a deviation with an explanation as to why this criteria cannot be met.
7.	The request indicates one original document – do you require a wet signature, or is electronic ok?	We prefer a wet signature.
8.	Given the below implementation deadline requirements, does this disqualify us from bidding? The County's open enrollment begins 10/30, in order to accommodate simplified enrollment features and functionality, such as bulk transfer of assets and electronic data transfer for files, we need a decision by 9/8/2023.	Our plan is to notify vendors by 9/29/23 of the decision. However, all open enrollment elections would be made in our internal system and we anticipate sending an open enrollment file to the vendor with elections for 2024 end of 11/2023 or beginning of 12/2023.
9.	What would be the number of awards you intend to give(approximate number)?	There will only be one vendor award to administer the requested coverage.
10.	Please provide us with an estimated NTE budget allocated for this contract.	The budget is approximately \$25,000.

11.	Is this an old contract or new contact?	There is an existing contract with the incumbent, should a new vendor be selected then a new contract will be engaged.
12.	What is the tentative start date of this engagement?	The effective date is January 1, 2024.
13.	What is the work location of the proposed candidates?	Unsure what is being asked. The selected vendor is expected to use their existing facilities to conduct business. Any onsite engagements such as employee meetings will be onsite in Vancouver, WA USA at Clark County's discretion.
14.	Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?	The incumbent is Health Equity, pricing is not being disclosed. The incumbent has been invited to provide a proposal.
15.	Are there any pain points or issues with the current vendor(s)?	We are not disclosing pain points but rather expect each vendor to offer their best proposal and capabilities to serve Clark County members.
16.	Could you please share the previous spending on this contract, if any?	This information is not being disclosed at this time. We can share the total HSA assets were last reported as \$71,521 in case this influences pricing.
17.	Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?	No
18.	How many positions were used in the previous contract?	There is one vendor fulfilling the services.
19.	How many requisitions will be required per year or throughout the contract?	This question is unclear.
20.	If the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets?	No
21.	Can we provide hourly rate ranges for the given positions?	Yes, if you feel this will assist in your proposal, however, it's not required.
22.	Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?	The selected vendor is expected to use their existing facilities to conduct business. Any onsite engagements such as employee meetings will be onsite in Vancouver WA USA at Clark County's discretion.
23.	Are resumes required at the time of proposal submission? If yes, Do we need to submit the	Bios of the proposed account manager(s) and implementation project manager(s) are

	<b>actual resumes for proposed candidates or can we submit the sample resumes?</b>	<b>recommended but not required. Resumes or bios of other personnel are not necessary.</b>
<b>24.</b>	<b>Could you please provide the list of holidays?</b>	<b>This is unrelated to the scope of this RFP.</b>
<b>25.</b>	<b>Are there any mandated Paid Time Off, Vacation, etc.?</b>	<b>This is unrelated to the scope of this RFP.</b>